



DEPARTMENT OF THE ARMY
UNITED STATES ARMY COMBAT READINESS CENTER
FORT RUCKER, ALABAMA 36362-5363

CSSC-T

15 November 2018

MEMORANDUM FOR AVIATION SAFETY OFFICER (ASO) STUDENTS

SUBJECT: Aviation Safety Officer Course (ASOC) Welcome Letter

1. Welcome to ASOC. This six-week long course provides graduates with the basic knowledge, skills, abilities (KSAs), and competencies required to manage a company or battalion level Aviation Safety Program. Our primary objective is to produce safety officers with the skills, knowledge, and confidence to fully support the Commanders tactical objective in the field.

2. Attendance prerequisites have been in effect since January 2008 and are posted to the Army Training Requirements and Resource System (ATRRS) and DA PAM 611-21. All officers must have completed the following computer based training prior to attendance:

Additional Duty Safety Course V2 (2G-F95-DL)

<https://safety.army.mil/TRAININGCOURSES/OnlineTraining.aspx-CSC>

3. All officers holding an aeronautical designator must have completed a minimum of 50 hours pilot-in-command (PC) time prior to course attendance. Acceptable documentation to verify PC time included a copy of the individual's DA Form 759 or a memorandum from the **Battalion Commander** stating that the prerequisite has been met.

4. Submit the following prerequisite documents via **Blackboard** at least **(2) weeks prior** to the first day of Class:

- ADSO Certificate or copy of ATRRS Unofficial transcript showing complete
- DA 759 (showing 50 Hours of pilot-in-command (PC) time)
- IT Docs (found in Blackboard): AUP, DD2875, Cyber Awareness Certificate

5. All students will be issued a Microsoft Surface Pro to utilize during course attendance. You will sign for your Surface, and be able to take this with you at night and weekends to get homework completed. Any delay in receiving signed AUP, IA Certificates, etc. will cause a delay in your ability to utilize the equipment. No personal or outside government computers will be permitted in class.

6. Fort Rucker Institutional Training Travel Guidance: The Aviation Safety Officer Course falls under the ODCS, G-3/5/7 Institutional Directed Lodging and Meal Policy Travel orders and directs:


- a. Soldiers must utilize on-post government provided lodging. Class reservations for on-post lodging will be made by the school. Confirm your hotel reservation prior to travel at (334) 598-5216. Statements of non-availability will not be provided. Military Training Service Support students have priority.
- b. ~~Soldiers attending ASOC will have meals provided five days per week at no cost with full meal per diem on weekends and federal holidays.~~ **We are currently working under a statement of non-availability for this requirement.** Ensure your orders authorize meals.
- c. Sending commands are encouraged to authorize rental cars.
- d. In and around mileage for POV usage may be authorized by the Order Issuing Official and must be annotated on the traveler's orders.

7. Weigh-in will begin at 0630 at Bldg 4905 on the class start date for all American uniformed Service Members. Uniform for weigh-in will be the standard Army PT uniform. In-processing will begin promptly at 0800 hours in Bldg. 4905 for all attendees on the class start date per ATRRS. Your travel/arrival date to Fort Rucker is **one** day prior to the class start date. You are not required to sign in to the Combat Readiness Center (CRC), Fort Rucker installation office or staff duty office. Report for duty and sign in at the time and place listed above.

8. The duty uniform for military personnel is the OCP. Civilian personnel attending the course are required to wear business attire (slacks and dress shirt, no blue jeans or collarless shirts). The Aviation Safety Officer Course is taught in our main facility which is shared with our Commanding General and his staff. Therefore, we encourage students to present themselves accordingly. We do not conduct regularly scheduled physical fitness (PT) training. However, if you wish to conduct PT on your own, you must wear your Army PT uniform if you wish to utilize the Fort Rucker facilities during the hours of 0530-0730, Monday – Friday.

9. The ASOC graduation ceremony is scheduled to take place at 1130 on the last day of the course. Students should not make any travel arrangements that conflict with scheduled training.

10. Point of contact is Christopher M. Lifto. Chief, Aviation Safety Training Division at DSN 558-0270, Commercial 334-255-0270, or email Christopher.m.lifto@mail.mil.



Christopher M. Lifto
CW4, SOHTED
Chief, ASTD